



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

August 27, 2020

SPECIAL MEETING BOARD OF COMMISSIONERS at Northshore Fire Department's Headquarters Station 51 Virtual Meeting via Zoom

I. OPENING OF MEETING

1.1 Roll Call

Chair Dave Maehren called the meeting to order at 5:07 PM.

Persons in attendance were Commissioners Rick Verlinda, Josh Pratt, Don Ellis, Rick Webster, and Dave Maehren. Also present was Fire Chief Greg Ahearn, Deputy Chief Doug McDonald, Legal Counsel Matt Paxton, Interim Board Secretary Dawn Killion, and 3 members of the public.

II. PUBLIC COMMENT

2.1 There was no public comment

III. BOARD DISCUSSION AND POSSIBLE ACTION ITEMS

3.1 Discussion and Possible Action regarding Deputy Fire Chief contract

- Chief Ahearn announced they came to a decision and made an agreement with the candidate.
- Commission Maehren asked for a motion to approve Chief Ahearn and himself to sign the contract for the new Deputy Chief candidate.

Motion for approval of the Deputy Chief Contract by Commissioner Ellis, seconded by Commissioner Webster. The motion passes 4 – 1; Commissioner Verlinda voted No.

3.2 Discussion and Possible Action regarding Fire Marshal vacancy

- Chief Ahearn asked for direction to move forward to fill the vacancy and have a candidate apply for the current open position
- Commissioner Webster asked questions about how it would work if candidate at Woodinville Fire & Rescue filled the vacancy if they were employed by Northshore Fire Department
- Chief Ahearn went over some of the factors that might occur with the individual from Woodinville Fire & Rescue applying to fill the vacancy
- Commissioner Ellis asked about needing more than one Fire Marshal for the workload for the combined departments

- Chief Ahearn reminded the board about the current ILA with Bothell Fire Department for Fire Marshal services that expires at the end of 2020
- Commissioner Pratt asked additional questions
- Commissioner Maehren suggested that Chief Ahearn ask questions of Deputy Fire Marshal Kurtz and bring back information to engage in discussions at the next regular meeting

IV. EXECUTIVE SESSION

- 4.1 The Board agreed that the Executive Session to discuss matters related to the qualifications of a public employee pursuant to RCW 42.30.110(g) was not necessary and cancelled this executive session instance.
- 4.2 The Board moved into Executive Session at 5:27PM until 6:26PM to discuss matters related to potential litigation to which the district, its governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency pursuant to RCW 42.30.110(1)(i). The board moved back to open session at 6:26PM.

V. ADJOURNMENT

The meeting adjourned at 6:28PM

NEXT MEETING DATE

The next regularly scheduled Commissioners meeting is for September 1, 2020.

Attachments: Agenda

BOARD OF COMMISSIONERS

RICK VERLINDA, Member

JOSH PRATT, Member

DON ELLIS, Member

RICK WEBSTER, Member

DAVID MAEHREN, Member

ATTEST

DAWN KILLION, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on October 20, 2020.

From: [Rick Verlinda](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 10/20/2020
Date: Wednesday, October 21, 2020 9:37:35 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 21st day of October, 2020, by Commissioner Richard Verlinda.

- **AP_NOSHRFIR_APSUPINV_20201020090023 RES Fund**
- **AP_NOSHRFIR_APSUPINV_20201020090355 GEN Fund**
- **2020-08-27 Special Meeting Minutes**
- **2020-09-01 Regular Meeting Minutes**
- **2020-09-14 Special Meeting Minutes**
- **2020-09-15 Regular Meeting Minutes**
- **2020-09-15 Special Meeting Minutes**
- **2020-10-06 Regular Meeting Minutes**

Commissioner Verlinda

From: Dawn Killion <dkillion@northshorefire.com>
Sent: Wednesday, October 21, 2020 7:48 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Subject: Electronic Signatures - Documents Approved 10/20/2020

Good morning Commissioners,

Attached please find the vouchers and meeting minutes approved at last night's regular meeting.

At your earliest availability **today**, please respond with your electronic signature using the following verbiage:

The following documents are Approved and Electronically Signed this _____ day of _____, 2020, by Commissioner _____.

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Thank you,

Dawn Killion

Finance Specialist / Interim Board Secretary

Public Records Officer

Northshore Fire Department

7220 NE 181st ST, Kenmore, WA 98028

DIRECT: 425.354.1778

FAX: 425.354.1781

MAIN: 425.354.1780

www.northshorefire.com

dkillion@northshorefire.com



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From: [Richard Webster](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 10/20/2020
Date: Wednesday, October 21, 2020 8:45:02 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

The following documents are Approved and Electronically Signed this 21st day of October, 2020, by Commissioner Rick Webster.

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From: [Dave Maehren](#)
To: [Dawn Killion](#)
Subject: RE: Electronic Signatures - Documents Approved 10/20/2020
Date: Wednesday, October 21, 2020 10:55:23 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 21st day of October, 2020, by Commissioner David C. Maehren

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David Maehren
Fire Commissioer – Board Chair
Northshore Fire Department
Business Office 425.354.1780
Cell 206 604-3683



Proudly Serving the Citizens of Kenmore and Lake Forest Park

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Northshore Fire Department Board of Commissioners

Headquarters Station 7220 NE 181st Street, Kenmore, WA

Board of Commissioners Special Meeting Agenda

Thursday, August 27, 2020

5:00PM

Meeting held virtually, via Zoom

Public Comment must be submitted electronically prior to the meeting.
To submit public comment, please see instructions in Resolution 20-04 (attached).

To attend this meeting live, click the link below and enter the ID & Password provided.
A recording of this meeting will also be posted in AV Capture.

Join Zoom Meeting Online at:

<https://us02web.zoom.us/j/86806864977?pwd=K3FkSFBGZzZwNVBuVE80akF6ZlZ09>

Call in to Zoom Meeting at:

253-215-8782

Meeting ID: 868 0686 4977

Password: 770045

I. Open Meeting

1.1 Roll Call

II. Public Comment

2.1 Public Comment

III. Board Discussion and Possible Action Items

3.1 Discussion and Possible Action regarding Deputy Fire Chief contract

3.2 Discussion and Possible Action regarding Fire Marshal vacancy

IV. Executive Session

4.1 Executive session to discuss the qualifications of a public employee pursuant to RCW 42.30.110(g)

4.2 Executive Session to meet with legal counsel to discuss potential litigation to which the district, its governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency pursuant to RCW 42.30.110(1)(i)

V. Adjournment



Next Regular Meeting: September 1, 2020 at 5:00 PM



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

NOTICE OF SPECIAL MEETING

DATED August 19, 2020

Per Resolution 20-03 (Prohibiting In-Person Meetings) which was adopted by the Board of Commissioners at a Special Meeting on June 24, 2020,

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Commissioners of King County Fire Protection District No. 16, will be held virtually via Zoom, on Thursday, the 27th day of August, 2020 at 5:00PM. Public comments can be submitted electronically.

**Requests to make Public Comment shall be submitted electronically prior to the meeting.
Please see instructions in Resolution 20-04 (attached).**

**To attend this meeting live, please see login information provided in the agenda.
A recording of this meeting will also be posted in AV Capture.**



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RESOLUTION NO. 20-04

A RESOLUTION BY THE BOARD OF FIRE COMMISSIONERS OF NORTHSHORE FIRE DEPARTMENT APPROVING PUBLIC COMMENT PROCEDURE FOR VIRTUAL MEETINGS

WHEREAS, on March 24, 2020, Governor Inslee issued Proclamation 20-28, which, in part, prohibited public agencies subject to RCW 42.30 from conducting any meeting subject to RCW 42.30 unless the meeting (i) was not conducted in-person and instead provided an option(s) for the public to attend the proceedings through, at minimum, telephonic access, and may also include other electronic, internet, or other means of remote access, and (ii) provided the ability for all persons attending the meeting to hear each other at the same time;

WHEREAS, the District implemented a procedure for its Board of Commission meetings whereby the meetings have been conducted with all District Commissioners and senior staff present remotely utilizing a video and/or teleconference link provided by Zoom and a phone call-in number with an access code (the "Virtual Meetings").

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Northshore Fire Department, adopts the following procedure for public comments at all Virtual Meetings.

1. Individuals desiring to provide public comment shall submit a request to make public comment to the District Secretary via email up to one (1) hour before the posted meeting time. Request must be in writing and include the following information:
 - Date and time of the meeting for which the comments are intended;
 - The name of the individual requesting to make comments;
 - Whether or not the individual requesting to make comments lives within the city limits of Lake Forest Park or Kenmore; and
 - The agenda item and/or subject the comments refer to.
2. Within its discretion, the District may hear public comments from individuals who have not requested to make public comment in the method described above. Individuals wishing to make public comment in this manner are encouraged to utilize the "Raise Hand" feature of Zoom.
3. An individual's comments shall not exceed three (3) minutes. Individuals are encouraged to make comments as briefly as the subject permits.
4. The Chair shall maintain order and ensure the appropriateness of discussion. Comments of an overly repetitive or inappropriate (vulgar) nature may be denied public comment.

5. This procedure for public comments shall be posted with the public notice of Virtual Meetings.

PASSED AND ADOPTED by the Commission of Northshore Fire Department in open session on the 24th day of June 2020, and duly authenticated by the signatures of the Commissioners voting in favor thereof.

BOARD OF COMMISSIONERS:

RICHARD VERLINDA, Commissioner

JOSH PRATT, Commissioner

DON ELLIS, Commissioner

RICHARD WEBSTER, Commissioner

DAVID MAEHREN, Commissioner

ATTEST:

KATE HANSEN, District Secretary

Board of Commissioners

From: [Dave Maehren](#)
To: [Kate Hansen](#)
Subject: RE: Vouchers and Resolutions for Electronic Signature
Date: Thursday, June 25, 2020 9:04:05 AM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

The following documents are Approved and Electronically Signed this 25th day of June, 2020, by Commissioner David C. Maehren.

- **AP_NOSHRFIR_APSUPINV_20200624101051 - GEN Fund**
- **Resolution 20-03 (Prohibiting In-Person Meetings)**
- **Resolution 20-04 (Public Comment Procedure for Virtual Meetings)**

*David Maehren
Fire Commissioer – Board Chair
Northshore Fire Department
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From: Kate Hansen
Sent: Thursday, June 25, 2020 7:33 AM
To: Commissioners <e-mailcommissioners@northshorefire.com>
Cc: Greg Ahearn <gahearn@northshorefire.com>
Subject: Vouchers and Resolutions for Electronic Signature

Good Morning Northshore Fire Commissioners,

Attached please find the voucher and Resolutions which were approved at last night's special meeting, June 24, 2020.

At your earliest availability, please respond with your electronic signature using the following verbiage:

The following documents are Approved and Electronically Signed this __ day of ____, 2020, by

Commissioner _____.

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- **Resolution 20-03 (Prohibiting In-Person Meetings)**
- **Resolution 20-04 (Public Comment Procedure for Virtual Meetings)**

Kate Hansen

Administrative Specialist
Northshore Fire Department
7220 NE 181st St., Kenmore, WA 98028
Office: 425-354-1780
Direct: 425.354.1779
khansen@northshorefire.com



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From: [Richard Webster](#)
To: [Kate Hansen](#)
Subject: RE: Vouchers and Resolutions for Electronic Signature
Date: Thursday, June 25, 2020 8:31:11 AM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

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From: [Rick Verlinda](#)
To: [Kate Hansen](#)
Subject: Re: Vouchers and Resolutions for Electronic Signature
Date: Thursday, June 25, 2020 2:20:04 PM
Attachments: [image002.png](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)

The following documents are Approved and Electronically Signed this 25th day of June, 2020, by Commissioner Rick Verlinda.

- **AP_NOSHRFIR_APSUPINV_20200624101051 - GEN Fund**
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From: [Josh Pratt](#)
To: [Kate Hansen](#)
Subject: RE: Vouchers and Resolutions for Electronic Signature
Date: Friday, June 26, 2020 7:43:54 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)

The following documents are Approved and Electronically Signed this 26th day of June, 2020, by Commissioner Josh Pratt.

- **AP_NOSHRFIR_APSUPINV_20200624101051 - GEN Fund**
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